



# **E-GRANTS TITLE IV PART B 21ST CENTURY USER GUIDE**



Montana  
**Office of Public Instruction**  
Denise Juneau, State Superintendent

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## COMPLETING 21ST CENTURY APPLICATIONS



**Note:** The Planning Tool is not required for 21<sup>st</sup> Century applications. 21<sup>st</sup> Century Competitive Applications.

[Click here](#) to go to the 21<sup>st</sup> Century - Continuing (Existing Project not in Sixth-Year) section.

### 21<sup>ST</sup> CENTURY APPLICATION (NEW PROJECT OR APPLYING FOR SIXTH-YEAR FUNDING)



For page-specific instructions, click the “Click for Instructions” hyperlink in the upper-right corner of every page. If you need further assistance, click the “Contact Us” hyperlink at the bottom of each page to locate the appropriate OPI specialist.

1. *Log into* the E-Grants System using your pre-assigned user ID and password.
    - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
  2. *Click 21<sup>st</sup> Century* from the **Menu List**.
    - Contact the E-Grants Security Officer, at (406) 444-3448 if you do not have this application displayed on the menu list.
  3. If more than one LEA is listed, *select* the appropriate LEA.
  4. *Create* a new application.
    - *Click* the check box next to “This Program Allows you to have multiple projects. Would you like to create a new project for the current year?”
    - *Enter* a title for the new project.
      - Titles help distinguish between projects when there is more than one 21<sup>st</sup> Century project in your district.
      - Be distinct with the title, for example: Hawthorne Elementary-Big Brothers Big Sisters Project.
    - *Click* the **CREATE NEW PROJECT** button.
- OR -



5. *Continue* an application already created.
  - Click on the radio button next to the current application.
  - Click the **OPEN APPLICATION** button.
6. Click the **Application Type** tab.
  - Click the appropriate radio button.
  - *Save the page.*
    - If “Yes” is selected an additional group of items will appear when the page is saved.
    - Select the appropriate response from the two selections.
      - *Save the page again.*
7. Click the **Contact Information** tab.
  - Fill in all required fields and extra e-mail addresses.
    - If district clerks and LEA program staff wish to receive automatic e-mail notifications of approved/returned applications, cash requests, etc., their e-mail addresses must be entered at the bottom of the **Contact Information** page.
  - *Save the page.*
8. Click the **Allocations** tab.
  - This is a competitive grant. There will not be an allocation until the application has been approved.
  - Once the district’s application has been accepted for funding, there will be funds listed on this page.
9. Click the **Program Detail** tab.
  - Complete each tab (page) from left to right.
  - *Save all pages before moving to the next tab.*
    - Pages will not save unless there is data in all text fields.
10. Click the **Budget Pages** tab.
  - Enter the description and itemization information for each budgeted expenditure.
  - *Save the page.*



**Note:** the page-specific instructions provide details about Object Codes and Purpose Categories. (“Click for Instructions” hyperlink)



11. Click the **Assurances, Common and Program** tab.

- The Authorized Representative (AR) is required to sign off, or agree, to the Common Assurances, Title IV Part B Assurances, and Final Assurances.



The Common Assurances carry over from one application to the next. If the Common Assurances were agreed to during completion of one of the other federal applications, there will be a check in the box upon page load and the **LEA AGREES** button will not be present.

- (AR only) Click the check box on each applicable **Assurance** page.
- *Save the page.*
  - Button text may say, "Legal Entity Agrees."
- (AR only) Click the **LEGAL ENTITY AGREES** button on the **Assurances** page. The date will auto-fill.

12. Click the **Submit** Tab.

13. Run the consistency check.

14. Correct any errors that display.

When all edits have passed the consistency check, a message to the Authorized Representative stating, "Click Submit to OPI button to make final submission of the application for OPI review and approval," will appear.

15. (AR only) Click the **SUBMIT TO OPI** button to submit the application.



**Note:** If district staff with the LEA data entry role are running the consistency check, the button text is "Submit to Auth Rep." The application is not submitted to the OPI at this point. The AR must make final submission to the OPI.

Once the application has been submitted, the **Application Select** page status will be "Submitted to SEA."

The AR and all individuals listed on the bottom of the **Contact Information** page will receive an e-mail notification stating that the application has been submitted for review.



If your district's application is approved for funding, you will have to create an amendment to adjust the budget to the awarded amount. Refer to the **Creating Amendments to Approved Applications User's Guide** for assistance completing amendments.



## USING THE LOCK APPLICATION AND UNLOCK APPLICATION BUTTONS ON THE SUBMIT PAGE

- Use the **LOCK APPLICATION** button to lock the application thereby preventing changes to completed application pages. Use the **UNLOCK APPLICATION** button to unlock the application when page modifications are needed.
  - Only the user who locked the application and/or the district AR can unlock a locked application.
- A successful Consistency Check automatically locks the application. The **UNLOCK APPLICATION** button should be used to unlock the application if changes are needed after the consistency check has run.
  - Only the user who initiated the consistency check and/or the district AR can unlock the application after the consistency check locks it.

### 21<sup>ST</sup> CENTURY – CONTINUING (EXISTING PROJECT NOT IN SIXTH-YEAR)



For page-specific instructions, click the “Click for Instructions” hyperlink in the upper-right corner of every page. If you need further assistance, click the “Contact Us” hyperlink at the bottom of each page to locate the appropriate OPI specialist.

1. *Log into* the E-Grants System using your pre-assigned user ID and password.
  - Contact the E-Grants Security Officer at (406) 444-3448 if you do not have a user ID and password.
2. *Click 21<sup>st</sup> Century – Continuing* from the **Menu List**.
  - Contact the E-Grants Security Officer, at (406) 444-3448 if you do not have this application displayed on the menu list.
3. If more than one LEA is listed, *select* the appropriate LEA.
4. *Create* a new application.
  - *Click* the check box next to “This Program Allows you to have multiple projects. Would you like to create a new project for the current year?”
  - *Enter* a title for the new project.
    - Titles help distinguish between projects when there is more than one 21st Century project in your district.



- Be distinct with the title, for example: Hawthorne Elementary-Big Brothers Big Sisters Project.
- Click the **CREATE NEW PROJECT** button.
- OR -
- 5. *Continue* an application already created.
  - Click on the radio button next to the current application.
  - Click the **OPEN APPLICATION** button.
- 6. Click the **Contact Information** tab.
  - Fill in all required fields and extra e-mail addresses.
    - If district clerks and LEA program staff wish to receive automatic e-mail notifications of approved/returned applications, cash requests, etc., their e-mail addresses must be entered at the bottom of the **Contact Information** page.
  - *Save the page.*
- 7. Click the **Allocations** tab.
  - Review allocations.
- 8. Click the **Program Detail** tab.
  - Complete each tab (page) from left to right.
  - *Save all pages before moving to the next tab.*
    - Pages will not save unless there is data in all text fields.
- 9. Click the **Budget Detail** tab.
  - Enter the description and itemization information for each budgeted expenditure.
  - *Save the page.*



**Note:** the page-specific instructions provide details about Object Codes and Purpose Categories. ("Click for Instructions" hyperlink)

- 10. Click the **Assurances, Common and Program** tab.
  - The Authorized Representative (AR) is required to sign off, or agree, to the Common Assurances, Title IV Part B Assurances, and the Final Assurances.



The Common Assurances carry over from one application to the next. If the Common Assurances were agreed to during completion of one of the other federal



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  - (AR only) Click the **LEGAL ENTITY AGREES** button on the **Assurances** page. The date will auto-fill.
11. Click the **Submit** Tab.
  12. Run the consistency check.
  13. Correct any errors that display.

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